



Enhancing Team Functioning

SESSION 6

Facilitator's Planning Worksheet



**2 hours,
30 minutes total**

Enhancing Team Functioning

Learning Outcomes

- ♦ *Participants will identify strategies and tools to build and strengthen teams in developing the following:*
 - ♦ *Mission and Goals*
 - ♦ *Roles and Responsibilities*
 - ♦ *Communication and Interpersonal Relationships*
 - ♦ *Problem Solving and Conflict Resolution*
 - ♦ *Reflection/Continuous Improvement*
- ♦ *Participants will apply the 5 elements of team functioning and identify team development strategies.*

Agenda	Length	Facilitator
Introduction and Overview	5 minutes	
Agree on Ground Rules	5–10 minutes	
Strategies to Enhance Effective Team Functioning	1 hour, 15 minutes	
Review “Building Effective Teams”	15 minutes	
Small-Group Activity: Identifying Strategies	30 minutes	
Large-Group Share-Back	30 minutes	

Icon Key



Chart



Note



Handouts



DVD



Key Point

Agenda	Length	Facilitator
Apply Strategies to Your Work	45 minutes	
Small-Group Activity	<i>25 minutes</i>	
Large-Group Share-Back	<i>20 minutes</i>	
Wrap-Up	5 minutes	
Reflections/Continuous Improvement	10 minutes	

Facilitator Team

 Name/Family Voice

 Name/Early Care and Education Voice

 Name/Early Intervention Voice

Presentation

 Date/Time

 Location

 # of Participants

What you will need:**Charting Equipment:**

- ☐ Flip chart and markers
- ☐ Masking tape or pins

Other Items:

- ☐ A container or mini trash can for the “Yes, but . . .” activity
- ☐ Charts collected from participants in previous session, “Session 5: Teamwork: Elements of Effective Teaming”

**Handouts (English/Spanish):**

- ☐ #1 Learning Outcomes
- ☐ #2 Building Effective Teams: Self Assessment and Strategy Guide for Enhancing Teamwork
- ☐ #3 Teaming Scenario (same as session 5 for those who do not bring this handout with them from the previous session)
- ☐ #4 Considerations When Choosing a Teaming Activity

Important Considerations

This session builds on “Session 5: Elements of Effective Teaming.” Materials used and developed in session 5 are required; and the same small groups from that session will continue the work they began with the team scenario. These two sessions, 5 and 6, may be presented during a day-long training (for example, present session 5 in the morning and session 6 in the afternoon), or presented separately over a short period (for example, presented in half-day sessions a week apart).

“Session 6: Enhancing Team Functioning,” covers strategies and tools to enhance team functioning. Participants will apply the five elements of team functioning and identify team development strategies. Participants will work in small groups to discuss how they might apply these strategies to the teams with which they work.

It is essential that facilitators thoroughly review all handouts, particularly “Building Effective Teams: Self Assessment and Strategy Guide for Enhancing Teamwork” (Handout #2), before presenting this session.

It is also important that facilitators have experience working with teams and have a basic understanding of group facilitation. Facilitators should discuss with the participants any unique challenges from scenarios they’ve discussed and explain how specific strategies might successfully address these challenges. Many of the teams will suggest going back to the mission and vision and conducting a self-assessment. It is helpful to have tried some of these strategies so you can extend the discussion.

Before the session starts, take the charts you collected from the teams during the previous session and post them on the walls so they can be referred to during this session.